

Retention and Classification Report

Agency: New Harmony (Utah) (695)

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Records Officer Doneva Hecker

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25090	Council minutes
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25093	Audit reports

AGENCY: New Harmony (Utah)

SERIES: 25093

3

TITLE: Audit reports

DATES: 1992-

ARRANGEMENT: Chronological

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 06/05/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

AGENCY: New Harmony (Utah)

SERIES: 25093

TITLE: Audit reports

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

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APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: New Harmony (Utah)

SERIES: 25089

3

TITLE: Cemetery records

DATES: 1866-

ARRANGEMENT: Alphabetical by surname.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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AGENCY: New Harmony (Utah)

SERIES: 25089

TITLE: Cemetery records

(continued)

APPRAISAL:

Administrative Historical

These records have historical and administrative value as documentation of the burial of individuals.

PRIMARY CLASSIFICATION:

Public

AGENCY: New Harmony (Utah)

SERIES: 25090

3

TITLE: Council minutes

DATES: 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 06/05/2003

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AGENCY: New Harmony (Utah)

SERIES: 25090

TITLE: Council minutes

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APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: New Harmony (Utah)

SERIES: 25092

3

TITLE: General plan

DATES: 1991-

ARRANGEMENT: Chronological

DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (UCA 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (UCA 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (UCA 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 8.

AUTHORIZED: 06/05/2003

AGENCY: New Harmony (Utah)

SERIES: 25092

TITLE: General plan

(continued)

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APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: New Harmony (Utah)

SERIES: 25091

3

TITLE: Zoning ordinances

DATES: 1991-

ARRANGEMENT: chronological

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" UCA 10-9a-404 (2005)).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

AUTHORIZED: 06/05/2003

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AGENCY: New Harmony (Utah)

SERIES: 25091

TITLE: Zoning ordinances

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APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public